

Writer's Reference Sheet

As you revise, ask yourself these important questions.

Follow the steps below to help you successfully write your response.

Focusing

- ✓ Read the task to identify your purpose and audience and the form of writing you should use.
- ✓ Think about information you may have (personal experiences, current issues, and your knowledge about this topic) that will help you fulfill the purpose in your response to the task and meet the needs of the audience.

Prewriting

- ✓ After reading the task and focusing your thinking, begin to plan what you will write.
 - Select and narrow your topic.
 - Focus on your purpose by identifying a central/controlling idea.
 - Identify your audience's needs.
 - Generate and organize your ideas and support. (You may use graphic organizers).

Drafting

- ✓ Write a first draft of your response to the task on paper provided by your teacher.

Revising

- ✓ Be sure to review your writing for the following:
 - Focus and attention to purpose and audience
 - Development of ideas, details, and support
 - Clear organization, with transitions as necessary
 - Variety of sentence structures

Editing

- ✓ Review your writing and correct any errors in sentence structure, word choice, punctuation, capitalization, and spelling.

Publishing

- ✓ The final draft of your response must be written in your Student Response Booklet.

When I organized my writing, did I

- include an attention-getting lead (such as a quote, a question, or a statement)?
- develop the body (with supporting details, transitions, and paragraphs)?
- conclude effectively (by referring back to the lead, asking the audience to take action, leaving the audience something to think about, etc.)?

If it is a letter, have I

- used the correct letter form (business or friendly)?
- supported my purpose with details?
- answered my audience's anticipated questions?

If it is an editorial, have I

- given my opinion?
- supported my opinion with reasons?
- given examples, statistics, stories, etc., to support each reason?

If it is an article, have I

- focused on an interesting angle of the topic?
- supported my purpose with relevant idea development?
- used text features effectively (sections with headings, bulleted lists, etc.)?

If it is a speech, have I

- met the needs of my audience?
- supported my purpose with details that will engage the audience?

Remember to print or write neatly.